

Welcome to Scribbles Academy. The purpose of this handbook is to acquaint employees of the policies and procedures of Scribbles Academy. Scribbles Academy is committed to providing equal and non-discriminatory opportunities to all employees under Federal and State law.

HOURS

Scribbles Academy is open 6:30am - 6:00pm Monday - Friday.

BACKGROUND CHECKS / HEALTH

All employees, regardless of position hired for, will undergo a FBI background check through the Department of Justice and a C.A.N.T.S. screening before employment with Scribbles Academy. A physicians report showing verification of freedom from tuberculosis is required to beginning employment. A physicians report showing that each employee has had the required tests or x-ray within the past 12 months and is free from tuberculosis shall be in writing and kept on file at the preschool. All other necessary paperwork must also be completed before employment.

PROBATION PERIOD

A three-month probation period will be allotted to each new employee in order to determine if the employee can work effectively with children, parents, and co-workers and show sufficient initiative, patience, temperament, and good judgment necessary to work with young children. After this three-month period, the employee will be considered for permanent employees status.

BREAKS

Employees who work 5 hours per day will be permitted a half hour lunch daily, employees working 6 or more hours will be permitted an 1 hour lunch break. Lunch breaks will be scheduled according to each employee's individual classroom.

PAYDAYS

Paydays are every other Friday, unless otherwise noted.

HOLIDAYS

Scribbles Academy will be closed for the following holidays each year.

Labor Day	MLK Jr.'s Day
Columbus Day	President's Day
Veteran's Day	Good Friday
Thanksgiving	Memorial Day
Day after Thanksgiving	Independence Day
	VJ Day

VACATION

There are no paid vacation.

SICK DAYS

Sick days are unpaid days. If you will be absent, please call the Director at least 1 hour prior so arrangement for a substitute may be made. If you are ill for more than 1 day, a doctor's note will be required the day you return to work. Excessive absences and tardiness are grounds for termination. Any known absences/time-off must be in writing 2 weeks prior to date.

STATE CLASSES

Each Employee of Scribbles Academy is required to complete 20 hours of work-shop classes each year. These classes are required by state and are required to continue your employment with Scribbles Academy